

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. 9. 10. 11.
Sec Arch Med Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

098 - PUBLIC HEALTH REGIONS - TEXAS HEALTH STEPS

2018	CARES SYSTEM CONTACT/OUTREACH DATA	US+3MO.	US+ 3 MO.	C	E	X	
2023	CARES SYSTEM CLIENT DATA	AC+3 MO.	AC+ 3 MO.	C	E	X	AC=CLIENT'S 21ST BIRTHDAY
4648	CASE MANAGEMENT RECORDS	AC	AC	C	P		AC=SEVEN YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21, WHICH EVER IS LATER.

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met	CE - Calendar Year End
AC - After Closed, Terminated, Completed, Expired, Settled	FE - Fiscal Year End
AV - As Long As Administratively Valuable	LA - Life of Asset
	MO - Months
	PM - Permanent
	US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X